

ACES-HM Web Based Discoverer 4i Reports User Guide

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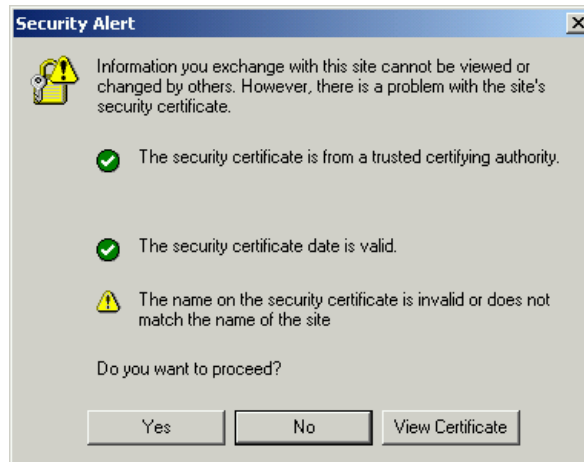
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Starting Discoverer 4i – Creating a New Workbook

Discoverer 4i can be accessed via the web using Internet Explorer.

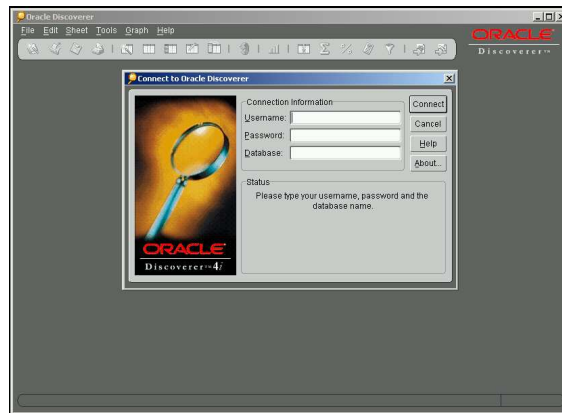
- **Activate your web browser**
- **You can access your reports area using these links:**
 - [CONUS](#)
 - [PACAF](#)
 - [USAFE](#)
- **Click on the Discoverer 4i Plus Server 2 (ACES-HM, PM/RP) link to the right, on the web page.**
- **A Security Alert will pop up. Select “Yes” to continue.**



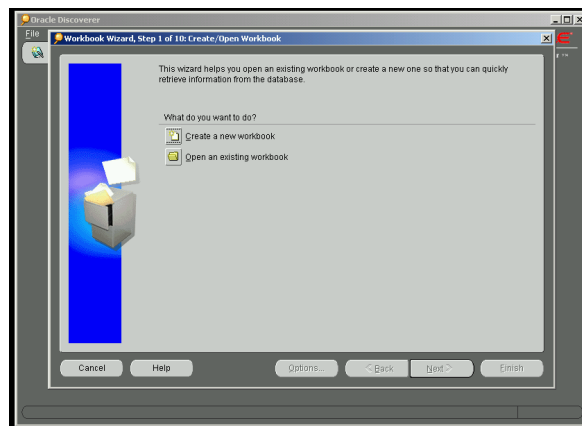
- **The Discoverer Start Page will be displayed. Select the “Click to Start” Image to begin**



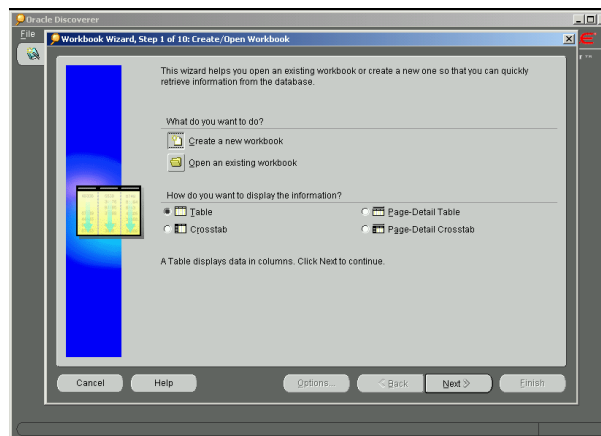
- **Enter your ACES-HM logon, password and database**
- **Click Connect button**
 - It can take some time to log into Discoverer



- **Click on the button next to Create New Workbook**

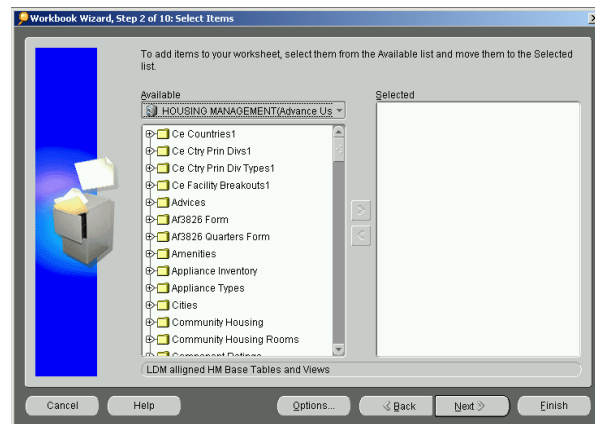


- **Click on the button next to Table**

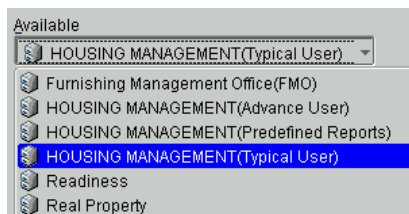


- **Click on the Next button on the bottom right of the screen**

- The screen will change and it can take some time for the table list to appear
- The screen is divided into two halves, the left side of the screen is titled **Available**, the right side of the screen is titled **Selected**, for the report you must get the data fields from the **Available** side of the screen to the **Selected** side of the screen




- At the top of the left, **Available** side, there are the words: **Housing Management** and in brackets either **Advanced User**, **Typical User**, **Predefined Reports**

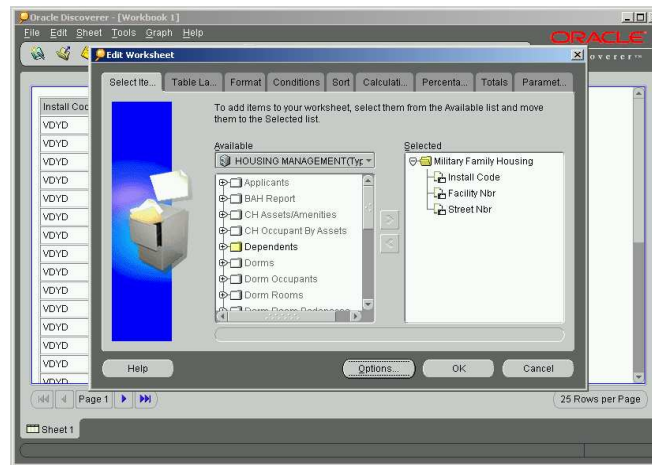


- Click on the down arrow in this field and select either **Typical User** or **Predefined Reports**
 - Advanced user contains the raw data tables and you must be familiar with ACES-HM to create reports from this view
- Once a view is selected there will now be a list of folders that can be expanded to view the individual data fields from the database
- Either double click on the **Yellow folder** or click on the **+** sign once to the left of the folder
- This will bring up the data fields from the database contained in this folder
- For a field to come out on the report you must get the field name from the 'Available' white screen on the left to the 'Selected' white screen on the right
- Click on the words of the field name once, it will highlight blue


➤ Military Family Housing

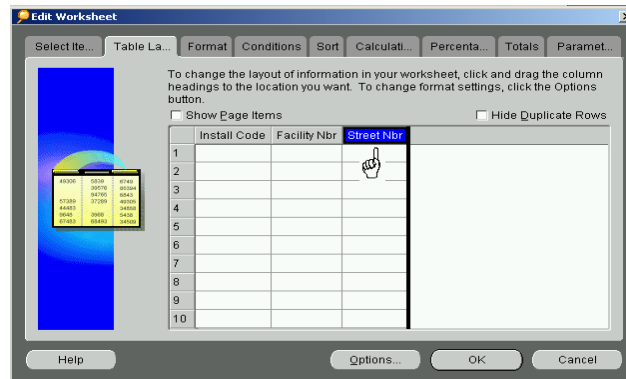
➤ Street Nbr

- Click on the arrow  on the vertical gray bar that separates the two screens to move the field to the Selected area
 - The field desired should now be in the Selected area, you can also click and drag
- Holding down the CTRL (control) key while clicking on the fields in the available list will allow you to select multiple fields and move them over all at one time
- Once you have all the fields you need for your report click on the Finish Button on the bottom right of the screen

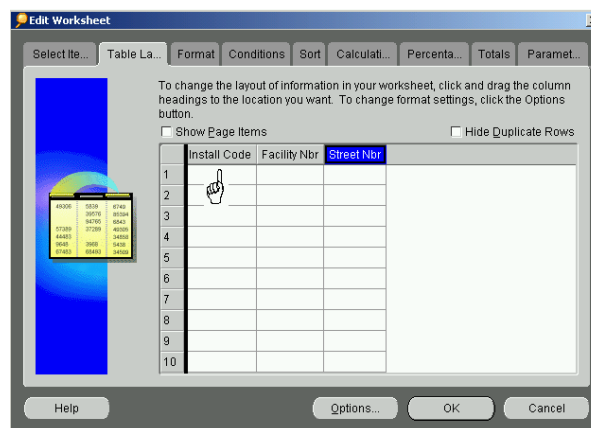


Changing the Order of the Columns

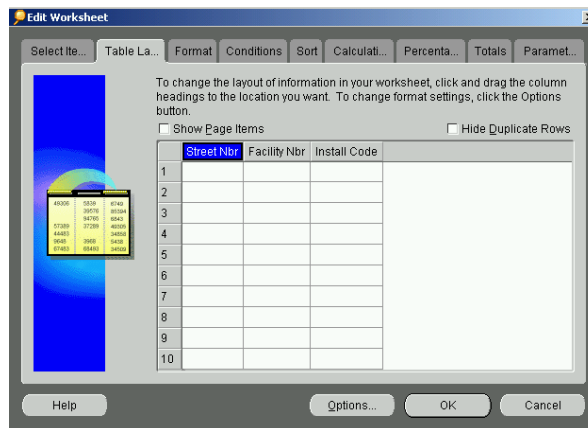
This is when you want to line up the columns in a different order than the default the discoverer report gave you. To access this area, click on Sheet|Table Layout on the menu bar, or the  Table Layout icon on the toolbar.



- **With the data in your report displayed, click on the top of the column you want to move**
 - Click on the column heading
 - The column will highlight
- **With your cursor on the column heading click and hold down the left mouse button**
- **Drag your cursor either to the right or the left, to where you want to place the column**
 - The cursor will change to a hand

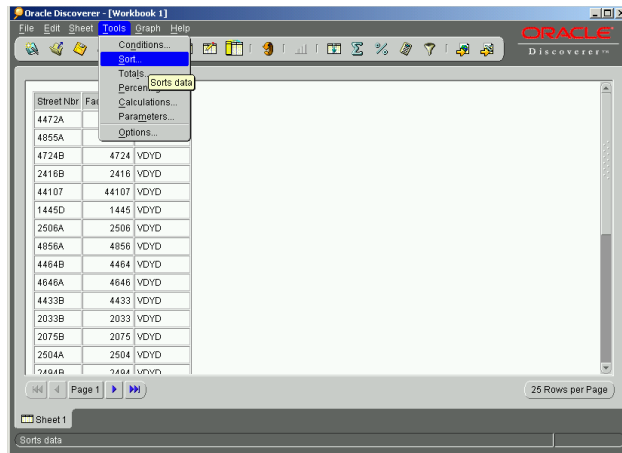


- Let go of the mouse when you have the cursor where you want the column
- Repeat for all the columns you want to move

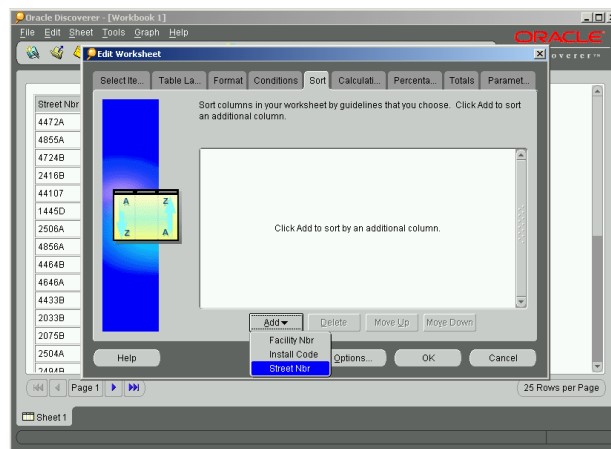


Sorting the Report

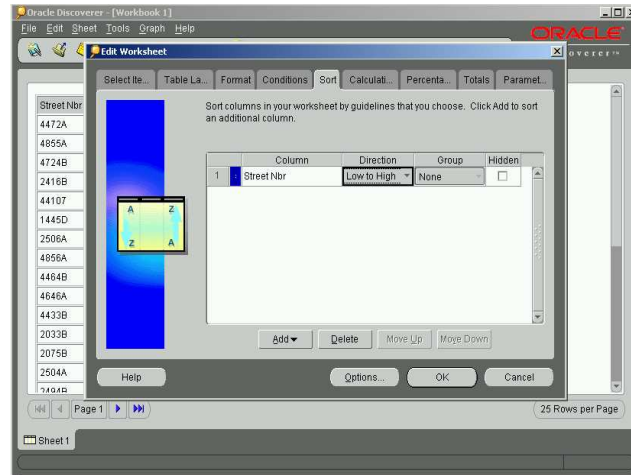
This allows data to be grouped into the order you want.



- Click on the word Tools on the menu bar at the top
- Click on the word Sort



- Click on the Add button at the bottom of the pop-up box
- Choose the field you want the report to sort on first
- Click on the Add button again and choose the second field that you want to sort on




- Repeat for all the fields that you want to sort on to get your report into the order you want
- Click on the OK button

Street Nbr	Facility Nbr	Install Code
0153E	153	VDYD
0153W	153	VDYD
0154N	154	VDYD
0154S	154	VDYD
0156N	156	VDYD
0156S	156	VDYD
0158N	158	VDYD
0158S	158	VDYD
0160N	160	VDYD
0160S	160	VDYD
0162E	162	VDYD
0162W	162	VDYD
0163	163	VDYD
0165N	165	VDYD
0165S	165	VDYD

Adding a New Field to a Report


If you create a report and forget a field or want to modify an existing report to add a new field

- **Click on the word Sheet on the menu bar at the top of the screen**
- **Click on Edit Sheet**
 - You will now be returned to the screen to select items
- **Either double click on the Yellow folder or click on the + sign once next to the folder to find the field that you want to add to the report**
- **Click on the arrow  on the vertical gray bar that separates the two screens**
- **The field desired should now be in the Selected area**
 - You can also click and drag
- **Click on the OK button at the bottom right of the screen**

Deleting a Field from a Report

- **Click on the word Sheet on the menu bar at the top of the screen**
- **Click on Edit Sheet**
- **Click on the Table Layout Tab**
- **Click on the Column title to highlight the column**
- **Press the Delete key on the keyboard**

If you have multiple fields to delete, the report is long, or you are adding fields as well there is an alternate way to delete fields

- **Click on the word Sheet on the menu bar at the top of the screen**
- **Click on Edit Sheet**
 - You will now be returned to the screen to select items
- **Click on the Fields that you want to remove from the report in the “Selected” half of the screen**
 - You can hold down the CTRL (control key) to select more than one
- **Click on the arrow  on the vertical gray bar that separates the two halves of the screen to move them back to the Available half**
- **The field desired should now not be in the Selected area, you can also click and drag**
- **Click on the OK button at the bottom right of the screen when finished**

Adding a Condition

A condition is a set of criteria that filters data in a sheet. You use a condition when you want to limit the amount of data or refine the level of detail in sheet. For example you might only want people with the Rank of E-4 in your report so you would set a condition on the report on Rank = E-4.

- **Click on the word Tools on the menu bar at the top of the screen**
- **Click on the word Conditions**
- **Click on the New button on the right side of the Edit Worksheet screen**
- **Near the bottom of the pop-up box click on the down arrow under the column called Item**
- **Choose which field contains the data that you want to filter your report on**
 - The list of fields starts with the Table name then the date item field name separated with period. The field names are listed alphabetically
- **In the Condition column click the drop down arrow to pick from the list of operators**
 - = - means equal to (exactly match)
 - <> - means not equal to (will not print out records with the value you specify)
 - > - greater than (good for dates ie give me all assignments greater than)
 - < - less than (good for dates)
 - <= - means less than or equal to
 - >= - means greater than or equal to
 - Like** – Allows the use of wildcards for example - Like 'D%' on occupant name would bring back all occupants who name begins with D
 - In** – Allows you to use more than one value - In 'US Army', 'US Air Force' on branch of service would bring back both occupants in the Army and Air Force but not the Navy etc.
 - Is Null** – means where the field is empty (this will give you all records where the field you specify has nothing in it)
 - Is Not Null** – means where the field is not empty (this will give you all records where the field you specify has data in it)
 - Not In** - Allows you to use more than one value – Not In 'US Army', 'US Air Force' on branch of service would not bring back occupants in the Army and Air Force but would bring back Navy, Coast Guard etc.
 - Between** – Returns data between two values (good for dates)
 - Not Between** – Returns data that is outside of the two values (good for dates)
 - Not Like** – The item must not match the value, allows the use of wildcards, Not Like 'D%' on occupant name would bring back all occupants who did not begin with D
 - != - Same as <> above not equal to
- **In the Value field type in with the keyboard the value that you need**
 - For example to get all the occupants in the Army
MFH Units.Branch of Service = Army, where Army is the value you type
 - To get all the occupants who are not Army

- MFH Units.Branch of Service <> Army, where Army is the value you type
- **Uncheck the Match Case block**
 - This is so it does not matter how you type the text upper or lower case
- **Click on OK**
- **A Funnel Icon will appear on the conditions screen with a check mark in the box to the left of the icon.**
- **Click on OK again**

Totals

This function is mainly used to count the number of records though you can also use it to add up data for example the total number of dependents

To Count The Number Of Records

- Click on Tools on the menu bar at the top of the screen
- Click on Totals
- Click on the New button on the right side of the pop-up box
- At the top of the pop-up box click on the down arrow on the first field under the words “Which data point would you like to create a total on?”
- Choose the Count operator
- Below the Count operator is an area with the words “Where would you like your total to be shown?” Below the words are two radio buttons with the words “Grand total at bottom” and “Subtotal at each change in:” underneath this set of words is a drop down allowing you to provide subtotals. You can choose the default “All Group Sorted Items” or any of the fields used in the report.

Edit Total

Which data point would you like to create a total on?
Grade Occ

What kind of total do you want?
Count

Where would you like your total to be shown?
☐ Grand total at bottom
☒ Subtotal at each change in:
All Group Sorted Items

Which page items do you want to include?
☒ Calculate totals only for current page items.
☐ Calculate totals for all page items.

What label do you want to be shown?
Total:
☐ Generate label automatically

Example

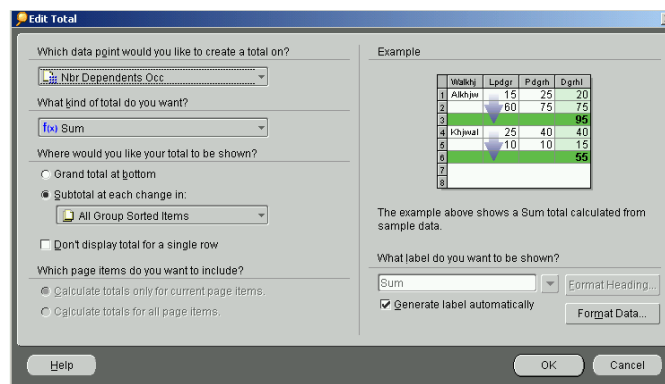
	Wskch	Lpdgy	Pdgyh	Dgthl
1	Alkhjw	15	25	20
2		60	75	75
3				95
4	Khjwal	25	40	40
5		10	10	15
6				55
7				
8				

The example above shows a Sum total calculated from sample data.

- Click OK
- Click OK again

To Sum a Column

- Click on Tools on the menu bar at the top of the screen
- Click on Totals
- Click on the New button on the right side of the pop-up box
- At the top of the pop-up box on the down arrow on the first field under the words “Which data point would you like to create a total on?” Choose the Sum operator
- In the second field you must choose what you want a sum of
 - This can only be performed on a number field
 - Usually used for the number of dependents



- Click OK
- Click OK again

Exporting to Excel and Attaching to an E-mail

This is performed primarily when you want to e-mail the data to an individual not in Housing or who does not have access to run Oracle Discoverer 4i reports on the Housing Database.

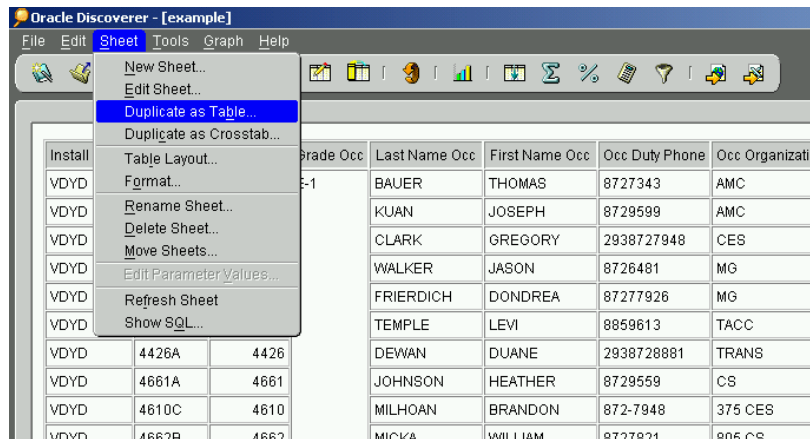
Once the report is exported to Excel it is static, it will be historical and you will have to run the Discoverer Report and export to Excel again to get updated data.

- **Click on the top menu File| Export on the tool bar at the top of the screen**
- **The Export Wizard options screen will appear. This will allow you to:**
 - Export a single or multiple worksheet
 - Click on next to continue
 - On Step 2 of the Export Wizard, Choose the format you want to export with by clicking on the dropdown – Choose MS Excel (*.xls)
 - In the center of the Wizard screen, there is a prompt that asks where you want to save the file. Click on the Browse button to choose where you wish to save the file. Click on save.
 - Click on next to continue
 - On Step 3 of the Export Wizard, choose “Supervised” and click “Finish”. The Export Log will appear, and display the file that exported.
- **Locate the exported file. Double click to open in Excel.**
 - Note: A macro warning message may appear when opening the file. If macro security is set too high, you will need to change the Macro security level by clicking on **Tools|Macro|Security** on the top menu bar in Excel. Click on Medium security and OK.
 - You can then open the file via the menu bar or double click the file icon
 - A macro warning prompt will appear. Click on the “Disable Macros” button to continue. The file will now display.
- **Click on Save As**
- **Choose a location to save your report and give it a name**
 - Suggest you add the date to the name
- **Close MS Excel**
- **Enter into your MS Outlook mail inbox**
- **Click on the New button to create a new e-mail to send**
- **Address and type your e-mail as normal**
- **Click on the word Insert on the menu at the top of the screen**
- **Click on the word File**
 - Or you can click on the Paper Clip on the menu bar
- **Locate the File you created above**
- **Double click on it or click once and then click on the Insert button**
- **Send the e-mail as normal**

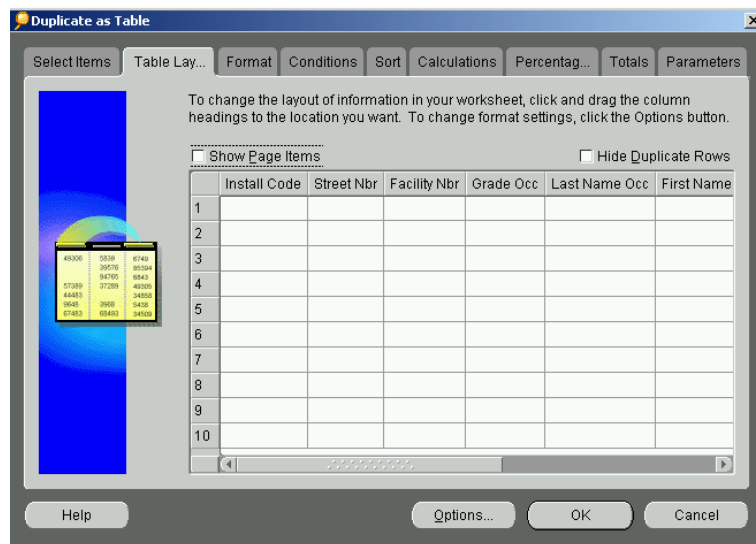
Duplicating a Sheet (Report)

This can be done when you have a format for a report but want to specify a different condition or sort. This means that you do not have to recreate the report. You can have more than one report sheet in a Discoverer workbook, there will be multiple tabs at the bottom of the screen, much like MS Excel.

- Click on the word **Sheet** on the menu bar at the top of the screen
- Click on **Duplicate as a Table**



- A Duplicate as Table screen will pop up. This allows you to make changes to the duplicate sheet (formatting, conditions, etc...)



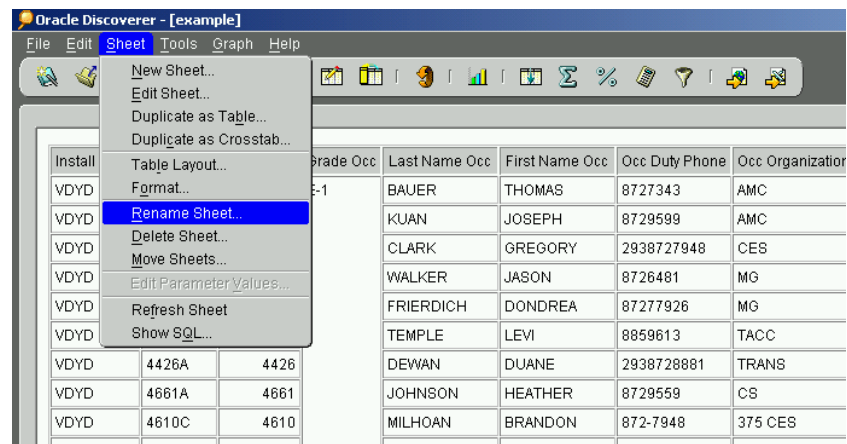
- Click on the **OK** button at the bottom right center button of the screen
- Look at the bottom of your work book you will now have two tab one for each sheet

VDYD	4609A	4609		GRAUL
VDYD	4610B	4610		PEARSE
VDYD	4811A	4811		ATKINS
VDYD	4818D	4818		CYPHERT
			Count: 18	
VDYD	4879A	4879	E-2	KHAN
VDYD	4873C	4873		CHRISTOP
VDYD	4860D	4860		DICKEY
VDYD	4624D	4624		EVANS
VDYD	4418B	4418		LEWIS

Page 1

Sheet 1 Sheet 2

- To rename the sheets so that they have more meaning click on the word **Sheet** on the menu bar at the top of the screen



- Click on **Rename Sheet**

Rename Worksheet

New name:

Total_Dependents

Help OK Cancel

- Type in what you want to call this sheet
- Click the **OK** button

VDYD	4609A	4609		GRAUL
VDYD	4610B	4610		PEARSE
VDYD	4811A	4811		ATKINS
VDYD	4818D	4818		CYPHERT
			Count: 18	
VDYD	4879A	4879	E-2	KHAN
VDYD	4873C	4873		CHRISTOPH
VDYD	4880D	4880		DICKEY
VDYD	4624D	4624		EVANS
VDYD	4448B	4448		PEARSE


Page 1

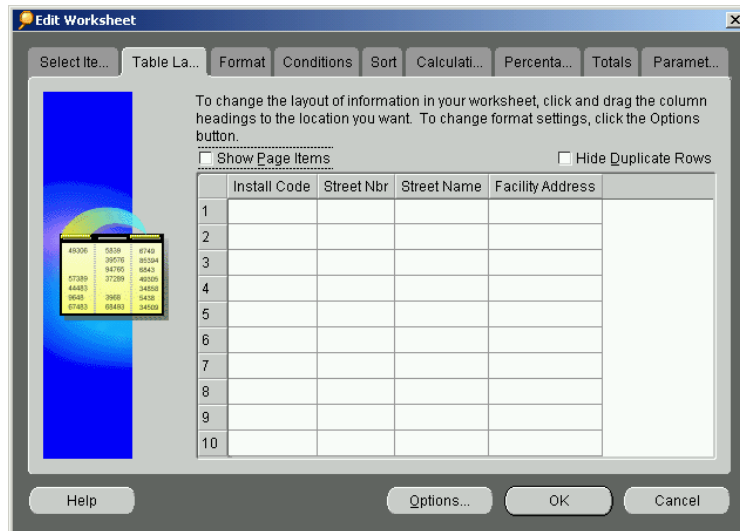
Sheet 1 Total_Dependents

- Click on the other tab(s) and rename as above

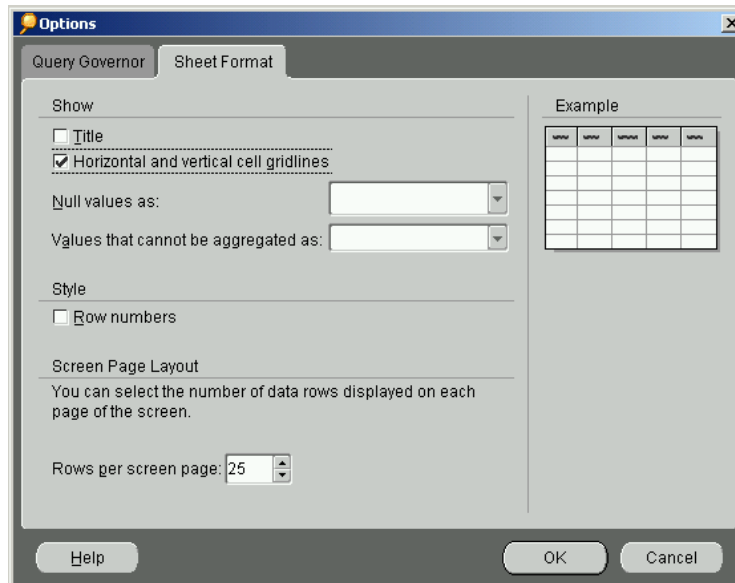
You can now make the modifications you need to the sheet you copied

Formatting for Printing

As the reports are web based (HTML), Discoverer 4i offers primitive print control. Page printing controls/formatting are accessed from the menu bar or the printer icon on the toolbar. The entire report will be printed, without page orientation controls (Landscape/Portrait). Page formatting functions must be accomplished prior to printing, using **Sheet|Format** from the menu bar or the  Table Layout Icon on the tool bar. an Edit Worksheet window will popup



You can show or hide report gridlines by clicking on the Options button and clicking on the Horizontal and vertical cell gridlines box.

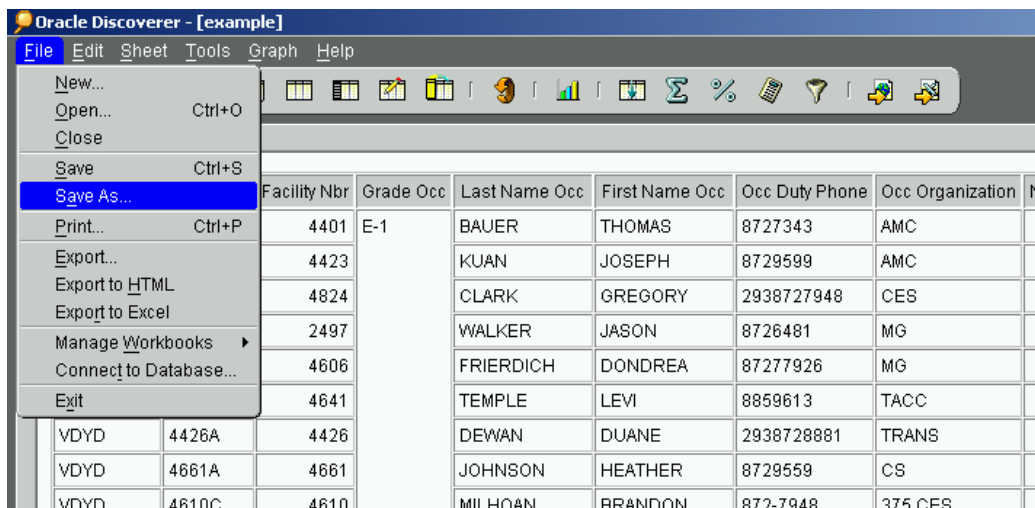


- **Click in the box next to Row Numbers to remove the Check Mark**
- **The number of rows displayed can also be changed in this screen**
- **Click on the OK button**

Saving the Report for the First Time

Once you have created your report it can be saved on the database server, either at Gunter, Ramstein or Pearl Harbor. This allows you to share the report with other people at the office.

- Click on the word File on the menu bar at the top of the screen
- Click on Save As
- Enter the name of the report that will be saved at the database
- Click on the Save button



Opening an Existing Report

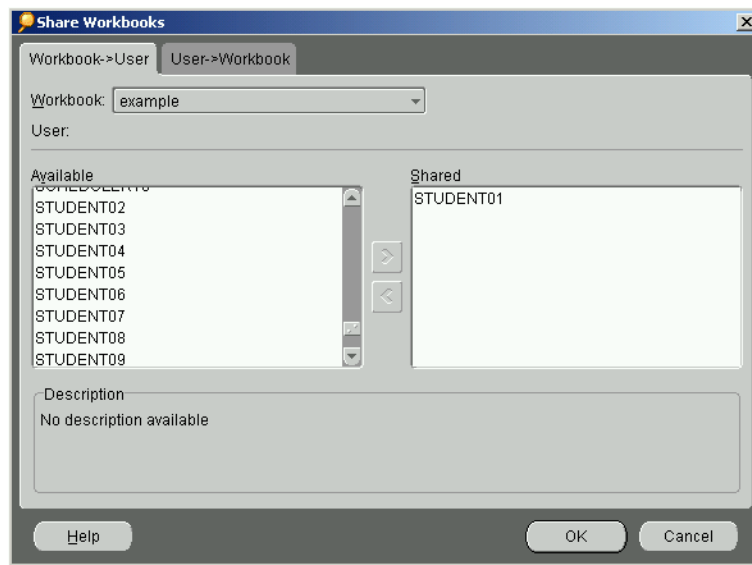
Each time you run the report the database is re-queried and you get the most current data. (If you want to keep historical data you must print out the reports or export to Excel and save)

- **Open Internet Explorer**
- **Go to the [CONUS](#), [PACAF](#) or [USAFE](#) link**
- **Click on “Discoverer Links”**
- **Click on “Discoverer 4i Plus Server (ACES-HM/PR/RP)”**
- **Move Cursor to “Click to Start” button. Click on link.**
 - It may take a minute for the Discoverer Login screen to appear
- **Enter your ACES-HM logon, password and database as the connect string**
- **Click Connect button**
 - It can take some time to log into Discoverer
- **Click on the Database button**
- **Choose workbook to open**
- **Click on the file and click on open**
- **If someone else created this report you may be asked to confirm that you want to run the report with your current logon**
- **When prompted click on Yes to run the query for the sheet**

Sharing a Workbook/Report

You can share workbooks with other users at your installation two ways: Share one workbook with multiple users or share multiple workbooks with one other user. This allows one person to create a workbook , but then anyone can run it.


- **To share one workbook with several other people:**
 - From the menu, choose File | Manage Workbooks | Sharing. The Share Workbooks dialog appears.



- Click the Workbook -> User tab

Choose the name of the workbook that you want to share from the workbook drop-down list.

In the list of Available Users, click the name of a person with whom you want to share the workbook.

Click  to add. The person's name appears in the Shared list. The names in the Shared list are the people who can have access to the workbook.

Repeat for all the people with whom you want to share the workbook.

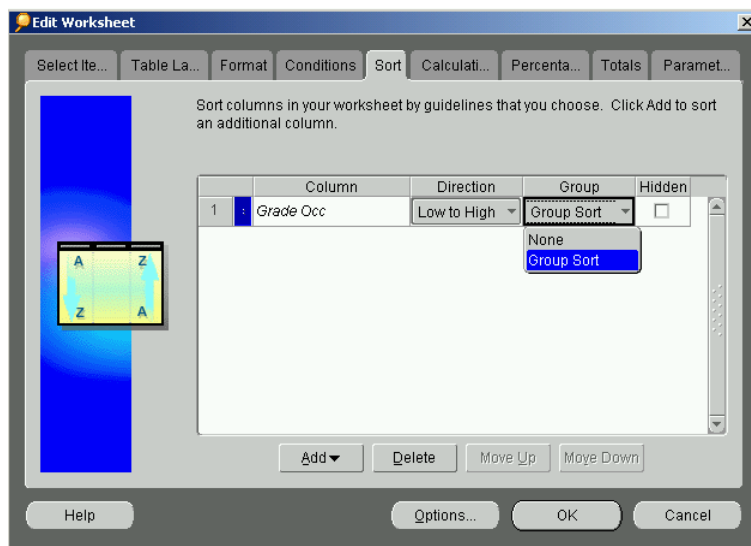
Click OK.

Group Sorting

Is formatting that suppresses duplicate values for an item. For example, if you group sort an item called Branch of Service, occupant information can appear grouped under such headings as US Air Force, US Army, US Navy etc. If you want a report with sub-totals it is a good idea to group sort first.

The item that you are going to be group sorting on should usually be your first column, to make the report format look neater. You must carefully think how you want the report to look and what you want to group sort on. Branch of Service, Rank, Dorm Building Number, Organization are all good examples of what a group sort could be used for.

- **Click on the word Tools on the menu bar**
- **Click on Sort**
 - If your report is already sorted, bypass this step
- **Click on the Add button at the bottom of the pop-up box**
- **Choose the field you want the report to sort on first**
- **Click on the down arrow in the Group column for the date field item that you want to group sort on**



- **Click on Group Sort**

Sub-Totals

Subtotals calculate a subtotal for each category of data item, usually that you have performed a group sort on and displays that subtotal as new row at the bottom of each category. For example you can use this to count the number of occupants in each of the Branches of Service or an Organization.

- Click on Tools on the menu bar at the top of the screen
- Click on Totals
- Click on the New button on the right side of the pop-up box
- At the top of the pop-up box click on the down arrow on the first field under “Which data point would you like to create a total on?”
 - If you want number of occupants then you need to choose either last name or SSN
 - For the number of buildings choose Facility number
 - For the number of units in MFH choose the Street Number
 - For Dorm rooms choose Rooms
- Click on the down arrow of the second field named “What kind of total do you want?”
- Choose the Count operator

Edit Total

Which data point would you like to create a total on?

Grade Occ

What kind of total do you want?

f(x) Count

f(x) Count Distinct

f(x) Minimum

f(x) Maximum

All Group Sorted Items

☐ Don't display total for a single row

Which page items do you want to include?

☒ Calculate totals only for current page items.

☐ Calculate totals for all page items.

Example

	Walkh	Lpdgr	Pdgrh	Dgrhl
1	Alkhjw	15	25	20
2		60	75	75
3				95
4	Khjwal	25	40	40
5		10	10	15
6				55
7				
8				

The example above shows a Sum total calculated from sample data.

What label do you want to be shown?

Count

☒ Generate label automatically

Format Heading...

Format Data...

Help OK Cancel

- Choose “Subtotal at each change in”
- Choose “All group sorted items”

Edit Total

Which data point would you like to create a total on?
Grade Occ

What kind of total do you want?
Count

Where would you like your total to be shown?
☐ Grand total at bottom
☒ Subtotal at each change in:
All Group Sorted Items
☐ Don't display total for a single row

Which page items do you want to include?
☒ Calculate totals only for current page items.
☐ Calculate totals for all page items.

Example

	Walkhj	Lpdgr	Pdgrh	Dgrhl
1	Alkhjw	15	25	20
2		60	75	75
3				95
4	Khjwal	25	40	40
5		10	10	15
6				55
7				
8				

The example above shows a Sum total calculated from sample data.

What label do you want to be shown?
Count
☒ Generate label automatically

Format Heading...
Format Data...

Help OK Cancel

- Click on the OK Button
- Click OK again

Note: You can subtotal in any other field that is applicable for your report. (i.e. Group sort by Installation Code, Count Number of Dependents)

Edit Worksheet

Select Items Table Lay... Format Conditions Sort Calculation... Percenta... Totals Parameters

Summarize your results using functions such as Sum, Average, Count, Minimum, Maximum, Standard Deviation and Variance. Click New to create a new total.

View totals for: All Items

- ☒ All Group Sorted Items Count for Grade Occ
- ☐ All Group Sorted Items Sum for Nbr Dependents Occ
- ☒ Install Code Sum for Nbr Dependents Occ

New...
Edit...
Delete

Description
Count (Results calculated for current page)

Help Options... OK Cancel

Install Code	Street Nbr	Facility Nbr	Grade Occ	Last Name Occ	First Name Occ	Occ Duty Phone	Occ Organization	Nbr Dependents Occ
VDYD	4626D	4626	E-2	ESTRELLA	JETTE	2938726776	CSS	2
VDYD	4822D	4822		CARTWRIGHT	AARON	8725388	OSS	1
VDYD	4470A	4470		LONG	TOMMY	8725388	OSS	1
VDYD	4822B	4822		KILLIAN	RYAN	8721885	CS	1
VDYD	4624A	4624		CARSON	FRANKLIN	8725788	OWS	1
VDYD	4890C	4890		REDENIUS	WILLIAM	2938727528	SUP	1
VDYD	2461A	2461		TROUP	CASSANDRA	2938726197	MG	1
VDYD	4805B	4805		MORRISON	DEBORAH	8726363	375 MDOS	1
VDYD	4407C	4407		JACKSON	JEREMY	872-9598	AMC 805 CSS	1
VDYD	4421C	4421		MANN	SHAWN	872-1888	375 CS	1
VDYD	4630C	4630		STEBBINS	KARLA	8721888	375 CS	1
VDYD	4606A	4606		WHITE	JASON	872-7578	375 CES	1
VDYD	4430B	4430		CARR	DANIEL	8727578	375 CES	1
VDYD	4665B	4665		EHLERS	KASHA	2938726484 D-4254	MG	2
								Sum: 25
VDYD	4810D	4810	E-3	COOMBS	NESHANTA	8721124	AES	1
VDYD	2403A	2403		CONNERTY	SEAN	2938853923	AMC	1
VDYD	4680A	4680		PUGH	TONYELL	2938854996	AMC	1
VDYD	4422A	4422		FOX CREEK	REBECA	8856516	AMC	1

Using Oracle Discoverer 4i Viewer

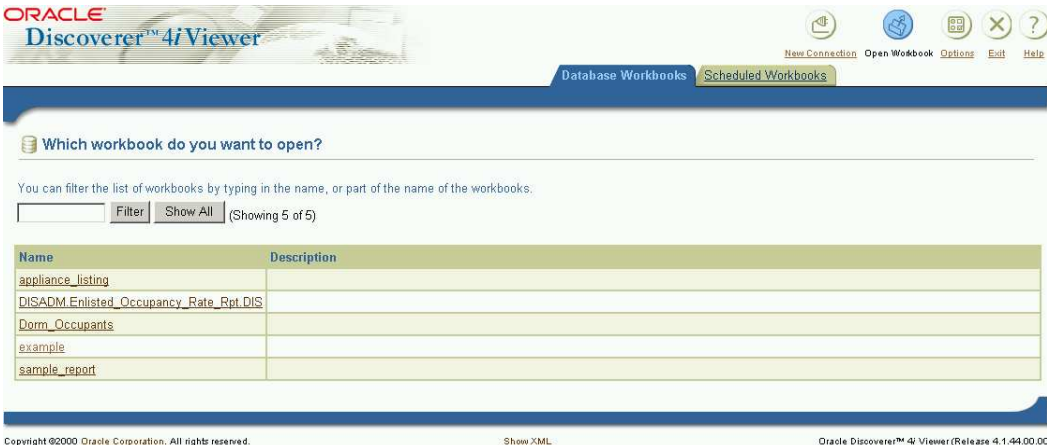
The viewer utility provides the capability of sharing reports with others that can be run on demand, allowing read-only access to current reports you wish to share. This enables outside organizations access to a particular report that shows current information, as long as they are granted a read only logon of ACES-HM

- **Open Internet Explorer**
- **Go to [CONUS](#), [PACAF](#), or [USAF](#) server. A login screen will appear**



The login screen features a header with a collage of images including a magnifying glass, a globe, a globe with a grid, and a circular graphic with numbers. Below the header, the text "ORACLE Discoverer™ 4iViewer" is displayed. To the right, there are input fields for "User Name", "Password", and "Database", along with a "Language" dropdown menu set to "English (United States)". A "Connect" button is located at the bottom right.

- **Enter your User Name, Password and Database (using the tab key or mouse to move between the fields)**
- **Click on the “Connect” button to continue**
- **After successfully logging in, an open workbook screen will appear. This will list the reports created with your logon or those that have been shared to you by another user**



The open workbook screen displays the "ORACLE Discoverer™ 4iViewer" logo and a navigation bar with links: "New Connection", "Open Workbook", "Options", "Exit", and "Help". Below the navigation bar, there are tabs for "Database Workbooks" and "Scheduled Workbooks". A section titled "Which workbook do you want to open?" includes a filter input field and a "Show All" button. Below this, a table lists available workbooks:

Name	Description
appliance_listing	
DISADM.Enlisted_Occupancy_Rate_Rpt.DIS	
Dorm_Occupants	
example	
sample_report	

At the bottom, there is a copyright notice: "Copyright ©2000 Oracle Corporation. All rights reserved." and a "Show XML" link. The version information "Oracle Discoverer™ 4i Viewer (Release 4.1.44.00.00)" is also present.

- Select the report to run by clicking once on the report name
- A query screen will appear to show the working status and then will display the report

The screenshot shows the Oracle Discoverer 4i Viewer interface. The title bar includes the Oracle logo and the text "Discoverer™ 4i Viewer". The menu bar contains "New Connection", "Open Workbook", "Options", "Exit", and "Help". The main window is titled "example - Sheet 1". On the left, there is a "Worksheets" pane with "Sheet 1" selected. The main area displays the "Query Progress" section with a timer at "(00:00:00)". The progress steps are:

- ✓ Predicting Run Time (00:00:10)
- ✓ Running Query
- ✓ Fetching Data
- ⌚ Sorting Data
- Building Sheet
- Complete

 Below the progress steps, there is a link: "If this page doesn't update automatically, [click here](#)." and a button: "Cancel this query." At the bottom, the footer text reads: "Copyright ©2000 Oracle Corporation. All rights reserved." and "Oracle Discoverer™ 4i Viewer (Release 4.1.44.00.00)".

The screenshot shows the Oracle Discoverer 4i Viewer interface displaying a report. The title bar and menu bar are the same as in the previous screenshot. The main window is titled "example - Sheet 1". On the left, the "Worksheets" pane shows "Sheet 1" selected. The main area displays the report data in a table. Above the table, there are links: "Run Query", "Table Layout", "Presentation Options", "Printer Friendly Version", and "Export Data". Below the links, it says "Page 1" and "25 rows per page". The table has the following columns:

	Install Code	Street Nbr	Facility Nbr	Grade Occ	Last Name Occ	First Name Occ	Occ Duty Phone	Occ Organization	Nbr Dependents Occ
1	VDYD	4401A	4401	E-1	BAUER	THOMAS	8727343	AMC	1
2	VDYD	4423C	4423	E-1	KUAN	JOSEPH	8729599	AMC	2
3	VDYD	4824A	4824	E-1	CLARK	GREGORY	2938727948	CES	2
4	VDYD	2497A	2497	E-1	WALKER	JASON	8726481	MG	1
5	VDYD	4606B	4606	E-1	FRIERDICH	DONDREA	87277926	MG	1
6	VDYD	4641C	4641	E-1	TEMPLE	LEVI	8859613	TACC	2
7	VDYD	4426A	4426	E-1	DEWAN	DUANE	2938728881	TRANS	1
8	VDYD	4661A	4661	E-1	JOHNSON	HEATHER	8729559	CS	1
9	VDYD	4610C	4610	E-1	MILHOAN	BRANDON	872-7948	375 CES	1
10	VDYD	4662B	4662	E-1	MICKA	WILLIAM	8727821	805 CS	1
11	VDYD	4662C	4662	E-1	MURPHY	KEVIN	8729598	805 CS	1
12	VDYD	4609D	4609	E-1	DARLING	CHRISTOPHER	8729598	805 CS	2
13	VDYD	1451B	1451	E-1	ADAMS	CLINTON	8851855	USTC	1
14	VDYD	4762A	4762	E-1	YATES	ROBERT	8856481	AMC RSS	3
15	VDYD	4609A	4609	E-1	GRAI II	RFN.IAMIN	8727225	CS	2

 The footer text is the same as in the previous screenshot.

- The report will display 25 lines of data by default.

- Select the report to run by clicking once on the report name
- A query screen will appear to show the working status and then will display the report

ORACLE Discoverer™ 4i Viewer

New Connection Open Workbook Options Exit Help

Worksheets
Sheet 1

example - Sheet 1

Query Progress (00:00:00)

- ✓ Predicting Run Time (00:00:10)
- ✓ Running Query
- ✓ Fetching Data
- ⌚ Sorting Data
- Building Sheet
- Complete

If this page doesn't update automatically, [click here](#).

[Cancel](#) this query.

Copyright ©2000 Oracle Corporation. All rights reserved. [Show XML](#) Oracle Discoverer™ 4i Viewer (Release 4.1.44.00.00)

ORACLE Discoverer™ 4i Viewer

New Connection Open Workbook Options Exit Help

Worksheets
Sheet 1

example - Sheet 1

[Run Query](#) | [Table Layout](#) | [Presentation Options](#) | [Printer Friendly Version](#) | [Export Data](#)

Page 1 25 rows per page

	Install Code	Street Nbr	Facility Nbr	Grade Occ	Last Name Occ	First Name Occ	Occ Duty Phone	Occ Organization	Nbr Dependents Occ
1	VDYD	4401A	4401	E-1	BAUER	THOMAS	8727343	AMC	1
2	VDYD	4423C	4423	E-1	KUAN	JOSEPH	8729599	AMC	2
3	VDYD	4824A	4824	E-1	CLARK	GREGORY	2938727948	CES	2
4	VDYD	2497A	2497	E-1	WALKER	JASON	8726481	MG	1
5	VDYD	4606B	4606	E-1	FRIERDICH	DONDREA	87277926	MG	1
6	VDYD	4641C	4641	E-1	TEMPLE	LEVI	8859613	TACC	2
7	VDYD	4426A	4426	E-1	DEWAN	DUANE	2938728881	TRANS	1
8	VDYD	4661A	4661	E-1	JOHNSON	HEATHER	8729559	CS	1
9	VDYD	4610C	4610	E-1	MILHOAN	BRANDON	872-7948	375 CES	1
10	VDYD	4662B	4662	E-1	MICKA	WILLIAM	8727821	805 CS	1
11	VDYD	4662C	4662	E-1	MURPHY	KEVIN	8729598	805 CS	1
12	VDYD	4609D	4609	E-1	DARLING	CHRISTOPHER	8729598	805 CS	2
13	VDYD	1451B	1451	E-1	ADAMS	CLINTON	8851855	USTC	1
14	VDYD	4762A	4762	E-1	YATES	ROBERT	8856481	AMC RSS	3
15	VDYD	4609A	4609	E-1	GRAI II	RFN.IAMIN	8727225	CS	2

- The report will display 25 lines of data by default.

Screen Navigation and Layout Options

There are several options for the viewer that will control the screen layout and number of records that are displayed on the screen at one time.

- To get a cleaner view of the report, click on the Presentation Options link
- Click on “Corporate Look” and click on the “Options Button” checkbox
- Click on apply . Note: this will lock the number of records displayed. To reverse, go into Presentation Options and check the Options Button.

ORACLE
Discoverer™ 4iViewer

[New Connection](#) [Open Workbook](#) [Options](#) [Exit](#) [Help](#)

Presentation Options

[Return to previous page](#)

Please select the items that you want to appear. To change these options later, click the Presentation Options link.

Page Header	Worksheet Area	List Of Worksheets	Data Area	Check All
<input checked="" type="checkbox"/> Logo	<input checked="" type="checkbox"/> Rerun Query	<input checked="" type="radio"/> Show	<input checked="" type="radio"/> Show	Uncheck All
<input checked="" type="checkbox"/> New Connection Button	<input checked="" type="checkbox"/> Presentation Options	<input type="radio"/> Hide	<input type="radio"/> Hide	Corporate Look
<input checked="" type="checkbox"/> Open Workbook Button	<input checked="" type="checkbox"/> Edit Parameters	<input type="radio"/> Off	<input type="radio"/> Off	
<input checked="" type="checkbox"/> Options Button	<input checked="" type="checkbox"/> Export Data			
<input checked="" type="checkbox"/> Exit Button	<input checked="" type="checkbox"/> Worksheet Heading	Query Parameters Values	Chart Area	
<input checked="" type="checkbox"/> Help Button	<input checked="" type="checkbox"/> Page Item Menus	<input checked="" type="radio"/> Show	<input checked="" type="radio"/> Show	
<input checked="" type="checkbox"/> Blue Bar	<input checked="" type="checkbox"/> Drill Icons	<input type="radio"/> Hide	<input type="radio"/> Hide	
	<input checked="" type="checkbox"/> Pivot	<input type="radio"/> Off	<input type="radio"/> Off	
	<input checked="" type="checkbox"/> Row Numbers			
Page Footer				
<input checked="" type="checkbox"/> Blue Bar				
<input checked="" type="checkbox"/> Oracle Copyright				
<input checked="" type="checkbox"/> "Show XML" link				

[Apply](#)

- Here is the initial result:

[New Connection](#) [Open Workbook](#) [Options](#) [Exit](#)

example - Sheet 1

[Rerun Query](#) | [Presentation Options](#) | [Printer Friendly Version](#) | [Export Data](#)

Page 1 25 rows per page

	Install Code	Street Nbr	Facility Nbr	Grade Occ	Last Name Occ	First Name Occ	Occ Duty Phone	Occ Organization	Nbr Dependents Occ
1	VDYD	4401A	4401	E-1	BAUER	THOMAS	8727343	AMC	1
2	VDYD	4423C	4423	E-1	KUAN	JOSEPH	8729599	AMC	2
3	VDYD	4824A	4824	E-1	CLARK	GREGORY	2938727948	CES	2
4	VDYD	2497A	2497	E-1	WALKER	JASON	8726481	MG	1
5	VDYD	4606B	4606	E-1	FRIERDICH	DONDREA	87277926	MG	1
6	VDYD	4641C	4641	E-1	TEMPLE	LEVI	8859613	TACC	2
7	VDYD	4426A	4426	E-1	DEWAN	DUANE	2938728881	TRANS	1
8	VDYD	4661A	4661	E-1	JOHNSON	HEATHER	8729559	CS	1
9	VDYD	4610C	4610	E-1	MILHOAN	BRANDON	872-7948	375 CES	1
10	VDYD	4662B	4662	E-1	MICKA	WILLIAM	8727821	805 CS	1
11	VDYD	4662C	4662	E-1	MURPHY	KEVIN	8729598	805 CS	1
12	VDYD	4609D	4609	E-1	DARLING	CHRISTOPHER	8729598	805 CS	2
13	VDYD	1451B	1451	E-1	ADAMS	CLINTON	8851855	USTC	1
14	VDYD	4762A	4762	E-1	YATES	ROBERT	8856481	AMC RSS	3
15	VDYD	4609A	4609	E-1	GRAUL	BENJAMIN	8727225	CS	2
16	VDYD	4610B	4610	E-1	PEARSE	JON	8721885	CS	1
17	VDYD	4811A	4811	E-1	ATKINS	LANCE	8722954	TRANS	2
18	VDYD	4818D	4818	E-1	CYPHERT	SHERIKA	29387214428	SVS	1

- Click on the “25 rows per page” link , located to the right of the page navigation arrows. The “Options” page will appear. Scroll down to the Worksheets section of the page.

- Query Governor
- Worksheets
- Summary Data
- Fan-Trap Detection
- End User Layer Access
- Locale Selection

Apply All

Query Governor

☐ Warn me if predicted query time exceeds: seconds
☐ Prevent queries from running longer than: seconds
☐ Limit retrieved query data to: rows
 Retrieve data incrementally in groups of: rows
 Cancel list-of-values retrieval after: seconds

After opening a worksheet:
☒ Run query automatically.
☐ Ask for confirmation.
☐ Don't run query (included for compatibility with Discoverer Plus).

Worksheets

Number of rows per page:
 Show null values as:
 Show values that cannot be aggregated as:

- In the Worksheets section of the form, change “Number of rows per page” from 25 to 10. Click on “Apply All” Button.
- If the new screen doesn’t re-display, click on “Rerun Query” hyperlink located under the report name.

[New Connection](#)
[Open Workbook](#)
[Options](#)
[Exit](#)

example - Sheet 1

[Rerun Query](#) |
 [Presentation Options](#) |
 [Printer Friendly Version](#) |
 [Export Data](#)


	Install Code	Street Nbr	Facility Nbr	Grade Occ	Last Name Occ	First Name Occ	Occ Duty Phone	Occ Organization	Nbr Dependents Occ
1	VDYD	4401A	4401	E-1	BAUER	THOMAS	8727343	AMC	1
2	VDYD	4423C	4423	E-1	KUAN	JOSEPH	8729599	AMC	2
3	VDYD	4824A	4824	E-1	CLARK	GREGORY	2938727948	CES	2
4	VDYD	2497A	2497	E-1	WALKER	JASON	8726481	MG	1
5	VDYD	4606B	4606	E-1	FRIERDICH	DONDREA	87277926	MG	1
6	VDYD	4641C	4641	E-1	TEMPLE	LEVI	8859613	TACC	2
7	VDYD	4426A	4426	E-1	DEWAN	DUANE	2938728881	TRANS	1
8	VDYD	4661A	4661	E-1	JOHNSON	HEATHER	8729559	CS	1
9	VDYD	4610C	4610	E-1	MILHOAN	BRANDON	872-7948	375 CES	1
10	VDYD	4662B	4662	E-1	MICKA	WILLIAM	8727821	805 CS	1

Go to page:

Oracle Discoverer™ 4i Viewer (Release 4.1.44.00.00)

- The result is a cleaner screen, with data that is easy to read

Printing

As the reports are web based (HTML), Discoverer 4i view offers primitive print control. By clicking on the “Printer Friendly Version” link, a continuous HTML table will be displayed, and can print this by using the web browser  “Print” icon. Here is what the printout will look like on the screen:

Install Code	Street Nbr	Facility Nbr	Grade Occ	Last Name Occ	First Name Occ	Occ Duty Phone	Occ Organization	Nbr Dependents Occ
VDYD	4401A	4401	E-1	BAUER	THOMAS	8727343	AMC	1
VDYD	4423C	4423		KUAN	JOSEPH	8729599	AMC	2
VDYD	4824A	4824		CLARK	GREGORY	2938727948	CES	2
VDYD	2497A	2497		WALKER	JASON	8726481	MG	1
VDYD	4606B	4606		FRIEDRICH	DONDREA	87277926	MG	1
VDYD	4641C	4641		TEMPLE	LEVI	8859613	TACC	2
VDYD	4426A	4426		DEWAN	DUANE	2938728881	TRANS	1
VDYD	4661A	4661		JOHNSON	HEATHER	8729559	CS	1
VDYD	4610C	4610		MILHOAN	BRANDON	872-7948	375 CES	1
VDYD	4662B	4662		MICKA	WILLIAM	8727821	805 CS	1
VDYD	4662C	4662		MURPHY	KEVIN	8729598	805 CS	1
VDYD	4609D	4609		DARLING	CHRISTOPHER	8729598	805 CS	2
VDYD	1451B	1451		ADAMS	CLINTON	8851855	USTC	1
VDYD	4762A	4762		YATES	ROBERT	8856481	AMC RSS	3
VDYD	4609A	4609		GRAUL	BENJAMIN	8727225	CS	2
VDYD	4610B	4610		PEARSE	JON	8721885	CS	1
VDYD	4811A	4811		ATKINS	LANCE	8722954	TRANS	2
VDYD	4818D	4818		CYPHERT	SHERIKA	29387214428	SVS	1
			Count: 18					Sum: 26
VDYD	4879A	4879	E-2	KHAN	AMY	2938728878	AMC	2

- Here is a sample page printout:

Page 1 of 52

Install Code	Street Nbr	Facility Nbr	Grade Occ	Last Name Occ	First Name Occ	Occ Duty Phone	Occ Organization	Nbr Dependents Occ
VDYD	4401A	4401	E-1	BAUER	THOMAS	8727343	AMC	1
VDYD	4423C	4423		KUAN	JOSEPH	8729599	AMC	2
VDYD	4824A	4824		CLARK	GREGORY	2938727948	CES	2
VDYD	2497A	2497		WALKER	JASON	8726481	MG	1
VDYD	4606B	4606		FRIEDRICH	DONDREA	87277926	MG	1
VDYD	4641C	4641		TEMPLE	LEVI	8859613	TACC	2
VDYD	4426A	4426		DEWAN	DUANE	2938728881	TRANS	1
VDYD	4661A	4661		JOHNSON	HEATHER	8729559	CS	1
VDYD	4610C	4610		MILHOAN	BRANDON	872-7948	375 CES	1
VDYD	4662B	4662		MICKA	WILLIAM	8727821	805 CS	1
VDYD	4662C	4662		MURPHY	KEVIN	8729598	805 CS	1
VDYD	4609D	4609		DARLING	CHRISTOPHER	8729598	805 CS	2
VDYD	1451B	1451		ADAMS	CLINTON	8851855	USTC	1
VDYD	4762A	4762		YATES	ROBERT	8856481	AMC RSS	3
VDYD	4609A	4609		GRAUL	BENJAMIN	8727225	CS	2
VDYD	4610B	4610		PEARSE	JON	8721885	CS	1
VDYD	4811A	4811		ATKINS	LANCE	8722954	TRANS	2
VDYD	4818D	4818		CYPHERT	SHERIKA	29387214428	SVS	1
			Count: 18					Sum: 26
VDYD	4879A	4879	E-2	KHAN	AMY	2938728878	AMC	2
VDYD	4873C	4873		CHRISTOFORO	MATTHEW	8858938	AMC	1
VDYD	4860D	4860		DICKEY	CHRISTINA	8726439	MG	3
VDYD	4824D	4824		EVANS	CLAUDETTE	2938726753	MG	1
VDYD	4446D	4446		LEVY	ANTHONY	8727948	375 CES	1
VDYD	4413C	4413		CONNER	TYLER	8726892	CPTS	1
VDYD	4826D	4826		ESTRELLA	JETTE	2938726776	CSS	2
VDYD	4822D	4822		CARTWRIGHT	AARON	8725388	OSS	1
VDYD	4470A	4470		LONG	TOMMY	8725388	OSS	1
VDYD	4822B	4822		HILLIAN	RYAN	8721885	CS	1

1/15/2004

Exporting Data to Excel

Reports can be exported in several different formats from viewer. A good example would be to utilize the filtering capabilities in Excel to allow for a quick on-screen search.

Note: Reports will need to be rerun and exported whenever there is a change to the data.

Otherwise the data in Excel is old.

- Click on “Export Data” link located to the right of the “Printer Friendly Version” link on screen

example - Sheet 1

[Rerun Query](#) | [Presentation Options](#) | [Printer Friendly Version](#) | [Export Data](#)

Page 1 10 rows per page

	Install Code	Street Nbr	Facility Nbr	Grade Occ	Last Name Occ	First Name Occ	Occ Duty Phone	Occ Organization	Nbr Dependents Occ
1	VDYD	4401A	4401	E-1	BAUER	THOMAS	8727343	AMC	1
2	VDYD	4423C	4423	E-1	KUAN	JOSEPH	8729599	AMC	2
3	VDYD	4824A	4824	E-1	CLARK	GREGORY	2938727948	CES	2
4	VDYD	2497A	2497	E-1	WALKER	JASON	8726481	MG	1
5	VDYD	4606B	4606	E-1	FRIERDICH	DONDREA	87277926	MG	1
6	VDYD	4641C	4641	E-1	TEMPLE	LEVI	8859613	TACC	2
7	VDYD	4426A	4426	E-1	DEWAN	DUANE	2938728881	TRANS	1
8	VDYD	4661A	4661	E-1	JOHNSON	HEATHER	8729559	CS	1
9	VDYD	4610C	4610	E-1	MILHOAN	BRANDON	872-7948	375 CES	1
10	VDYD	4662B	4662	E-1	MICKA	WILLIAM	8727821	805 CS	1

Go to page: 1 Go

Oracle Discoverer™ 4i Viewer (Release 4.1.44.00.00)

- Click on “Export Data” Button

example - Sheet 1

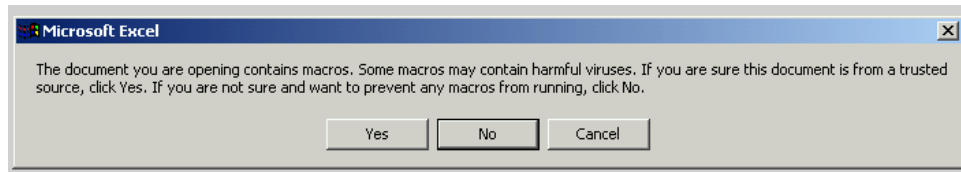
[Return to previous page](#)

What export format do you want?

Microsoft Excel Workbook (*.xls)

Export Data

- **Another web browser window will popup and will display a warning message that the document contains macros. Press “Yes” to continue**



- **The Excel spreadsheet will display in the new browser window. To save the spreadsheet to your computer, click on the File|Save As... Options located on the top menu bar. The “Save As” window will appear, allowing you to save the file where you wish.**